Creation of Electronic Agency-wide, Comprehensive File Plan (using Sharepoint or other solution)

Project Title	Creation of Electronic Agency-wide, Comprehensive File Plan (using Sharepoint or other solution)
Project Summary	Create new agency-wide comprehensive records management file plan using digital technology such as SharePoint or Excel. This will replace current inefficient process of individual Word documents for each office and no "roll up" or way to view all information together.
Country	United States

Project Description

Using over 130 individual Word documents, create new master form in SharePoint (or other common digital solution) that allows for common drop-down fields and also still allows for individual comments and multiple workflow approvals (or new solution for approval requirement). Person selected should know SharePoint design and Excel, or be able to demonstrate quick learning curve. Person selected should be able to understand current process and create new user-friendly comprehensive solution that combines all information into one place. Coding and SharePoint development skills not needed. SharePoint design/creation/workflows understanding and ability to make complex Excel spreadsheets with drop-down options are likely necessary to complete this assignment.

Required Skills or Interests

Skill(s)
Data analysis
Data visualization
Design thinking

Additional Information

You will be working with the Records and Information Management Program Office at the Office of the Comptroller of the Currency. To learn more about OCC mission, goto www.occ.gov
To understand what a federal record is, goto https://www.archives.gov/records-mgmt
To understand what a records management process and what a file plan is, goto https://www.archives.gov/records-mgmt/scheduling (see "Schedule Implementation").

Language Requirements

None